



Universal Service Administrative Company
Schools & Libraries Division

CASE SR-2004-BEN-200448

Date: February 10, 2005
To: Madeline Melgen
E-Mail: mmelgen@escuelascaticas-sj.org
Entity: **200448 – COLEGIO NUESTRA SENORA DE LOURDES**
Fax #: [Fax: Madeline Melgen@1 787 731 0000]
Phone: 787-731-6100
Sender: Bob Leipow
Phone: 973-581-6738
Fax: 973-599-6515
E-mail: rleipow@sl.universalservice.org
Subject: Funding year 2004 Selective Review Follow-Up Questions

*** **

This FAX is a follow-up to the information Marieglorie Zapata sent to Jennifer Hung on October 18, 2004 regarding our selective review of **COLEGIO NUESTRA SENORA DE LOURDES**. I've taken over Jennifer Hung's responsibilities for completing this selective review. Most significantly, in this letter we are requesting the approved operating budget for this school. The budget that was sent is not labeled the approved operating budget.

It is important that we receive all of the information requested by the close of business February 18, 2005. If we do not receive the information by then, your application will be reviewed using the information currently on file, which could result in a reduction or denial of funding. If you need additional time to prepare your response, please let me know as soon as possible. Please fax or e-mail the requested information to my attention. If you have any questions please feel free to contact me.

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BUDGET:

- At this time, **do you have an approved operating budget** for 2004-2005? If so, please submit an operating budget for 2004-2005 showing **both revenues and expenses, indicating where your portion of e-rate is allocated.**
 - **State that it is the approved operating budget.**
 - Be sure to specify **the name of the school** to which the budget applies.
 - Please clearly specify the **time frame** that the budget covers, including a starting date and ending date (for example, July 1, 2003 - Jun 30, 2004).
 - **Writing on the actual budget, place an arrow next to each fund/budget line, on BOTH the revenue and expense side of your budget, showing where you**

have allocated the necessary dollars for your share of E-Rate. Please write the specific amount that will come from each fund/budget line. For example, if budget line A002 contains \$200,000 and \$130,000 will be used to pay your share of E-Rate, then please draw an arrow to line A002 and write "E-Rate, \$130,000."

- **Please DO NOT point to the overall total budget line. You must point to the proper individual budget line. Do this for both Expenses & Revenue(income).**
- Note: if a final, approved budget is provided; we may verify that budget with independent sources
- **If an approved budget is still not available** or in the early stages of an approval process, **we will need two items.** The first is a letter signed by a school or library official (superintendent, board president, chief business administrator). This letter should explain what phase of the approval process you are in, whether your share of funding is contingent on any outside action (e.g. voter approval, board approval, state legislation, etc.) and whether in the absence of such outside approval, you anticipate being able to meet your share of the E-RATE amount. Also make sure that the letter identifies the specific amount that you will have available to pay your share. For example, if you have \$100,000 that you will be putting in your budget, make sure that that is noted in the letter. **In addition** to that letter (and in lieu of a finalized budget), we will need **one of the following** as noted below:
 - A draft budget for FY 2004-2005 showing both revenues and expenses indicating from where your portion of e-rate is coming.
 - A resolution of a governing Board authorizing the filing of a Form(s) 471 for a given dollar amount, for given services and/or products, within a given timeframe. For us to consider such a resolution sufficient evidence that your entity has provided for payment of your share of E-rate, the resolution should specify the funding year, the fiscal year, or the school year during which the payment is authorized.
 - If donations (or other dollars from any contributor) are a source, a signed commitment letter from the donor (e.g. school or library foundation) to the applicant specifying 1) the level and commitment of funds or other resources; 2) the timing of the delivery of such resources, along with a positive indication that the resources are for E-rate supported products/services or for items needed to use effectively with the discounted services. (The indication as to the use of the resources might come from the donor or be reflected in a Board resolution committing donations to E-rate related purposes.)
 - Please note: If a final, approved budget is not available, we require a **combination** of a letter (described above) **AND** one of the bulleted examples above. We require **both**, not one or the other.

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Professional Development:

Please provide a one-page summary of the resources and strategies you have for professional development addressing the questions listed below. Please don't be brief.

- Do you have a training staff?
- Who provides the training?
- Who receives the training and what are they trained on?
- Is a train-the-trainer mode of training used?
- Are there Education Service Agencies that provide training?
- Please provide a 1-page summary of all the resources and strategies you have.

Please do not hesitate to call me, should you have any questions. Thank you for your cooperation and remember that any information requested must be faxed or e-mailed within 7 calendar days from today. If you need additional time to prepare your response, please let me know as soon as possible. If you are going to send e-mail to me, please make sure that at the end of your e-mail you have your Full Name and Official Title. Please call me if you have questions at 973-581-6738

Thank you.

Bob Leipow

Selective Reviewer

Associate Manager - SLD

Phone: 1-973-581-6738

Fax: 1-973-599-6515

Email: rleipow@sl.universalservice.org

C.C.C.A.S.J.



**Consorcio Colegios Católicos
Arquidiócesis de San Juan**

Edificio 2021 Carr. 177 Guaynabo, Puerto Rico 00969-5140
Teléfono (787) 731-6100 Fax (787) 731-0000

TO: Bob Leipow
Selective Reviewer
Associate Manager - SLD
Fax 1-973-599-6515

FROM: Marieglorie Zapata
E-Rate Administrative Assistant

DATE: February 23, 2005

RE: COLEGIO NUESTRA SEÑORA DE
LOURDES
CASE SR-2004-BEN 200448

PAGES: 13

Attached is the requested information.

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COL. NTRA. SRA. DE LOURDES Final

850 <- MATRICULATION EXPECTED

FISCAL YEAR **2004-2005**

APPROVED OPERATING BUDGET-FROM 7-1-04 TO 6-30-05

ACCT NO.	DESCRIPTION	BUDGET 2003-2004	BUDGET 2004-2005	COMMENTS
	INCOME			
	TUITION			
	PK TO SIXTH GRADE			
	Students 414 X \$ 180 X 10	778,800	745,200	
	7th TO 12th GRADE			
	Students 436 X \$ 200 X 10	699,300	872,000	
3100	TOTAL TUITION	1,478,100	1,617,200	
3110	LATE CHARGES	7,000	10,000	LAST YEAR EXPERIENCE ACTUAL
3120	SUPERVISED STUDIES /	0	0	
	MATRICULATION			
	NEW students _____ X \$ _____	0	0	
	OLD students 850 X \$ 350.00	297,500	297,500	850 STUDENTS AT \$350
3200	TOTAL MATRICULATION	297,500	297,500	*E-rate income \$3,989.30
	MAINTENANCE FUND			
	2004 OLD families X \$	0	0	
	2005 NEW families X \$	0	0	INCLUDED IN REGISTRATION FEE (# 3200)
3201	TOTAL MAINTENANCE FUND	0	0	
3413	GUIDANCE TESTING QUOTA	4,900	10,080	\$20 FROM 6 TO 11 AND \$25 FOR 12 (489 STUDENTS)
3441	SUPERINTENDENT OFFICE FEE	0	0	INCLUDED IN REGISTRATION FEE (# 3200)
3442	ARZOBISPADO SUPPORT FEE	0	0	INCLUDED IN REGISTRATION FEE (# 3200)
3454	FIRST COMMUNION FEE	1,800	0	
3510	CAFETERIA INCOME	0	0	
3531	CHOCOLATE SALES	0	0	
3551	SUMMER CLASSES	0	0	
3561	GRADUATION QUOTA	17,500	14,800	\$40 FOR K, AND \$100 FOR 8th AND 12th GRADES
3564	COMPUTER CLASS LAB.	0	0	PARENTS PAY DIRECTLY TO FUTURE KIDS
3565	DONATIONS	0	0	
3571	SPORTS DEPT. INCOME	0	0	
3605	BOOKSTORE / UNIFORM SALES	10,000	14,000	LAST YEAR EXPERIENCE ACTUAL
3710	RENTAL OF FACILITIES	0	0	
3711	CAFETERIA CONCESSION INCOME	0	0	MESS HALL

3712	VENDING MACHINES	0	0	
3715	LIBRARY PHOTOCOPIES	800	1,000	
3720	COMMISSION ON SALE OF TEXTBOOKS	2,500	3,500	CONSIDERED ONCE A YEAR
3735	ENTRANCE EXAMINATION	0	0	
3752	INCOME FROM ACTIVITIES	0	0	
3760	COMMISSION - PORTRAIT PHOTO	1,000	1,000	LAST YEAR EXPERIENCE
3765	TRANSCRIPTION INCOME	1,000	1,000	
3780	MISCELLANEOUS INCOME	0	0	
3810	CHECKING ACCOUNT INTEREST	1,200	1,200	LAST YEAR EXPERIENCE
3820	SAVINGS ACCOUNT INTEREST	0	0	
3830	C/D INTEREST	0	0	
3840	INVESTMENTS INTEREST INCOME	0	0	
TOTAL INCOME		1,823,300	1,971,280	

EXPENSES**ADM. SALARIES & FRINGES**

4101	SALARIES	90,500	112,728	SEE PAYROLL W/P
4102	SOCIAL SECURITY TAX	6,923	8,624	7.65% OF SALARY
4104	PENSION FUND PLAN	3,620	4,509	4% OF SALARY
4106	XMAS BONUS	1,810	2,255	2% OF SALARY
4108	ATTENDANCE BONUS	1,000	1,800	HEAD COUNT X \$150 / TWICE A YEAR
4109	SINOT	199	248	.22% OF ADM. SALARIES (REL. NOT INCL.)
4110	HEALTH INSURANCE	1,800	871	ONE EMPLOYEE X \$72.62 FOR 12 MONTHS
4115	STATE INSURANCE FUND	905	1,071	LAST YEAR PAYMENT DIV. BETWEEN ADM. & INS.
4118	LIFE INSURANCE	0	0	
TOTAL ADM. SAL. & FRINGES		106,757	132,106	

INSTRUCTIONAL SAL. & FRINGES

4201	SALARIES	910,666	950,186	SEE PAYROLL WORKING PAPERS (REL. INCL.)
4202	SOCIAL SECURITY TAX	69,666	72,689	7.65% OF SALARY
4204	PENSION FUND PLAN	36,427	38,007	4% OF SALARY
4206	XMAS BONUS	18,213	19,004	2% OF SALARY
4208	ATTENDANCE BONUS	22,200	23,700	HEAD COUNT X \$150 / TWICE A YEAR
4209	SINOT	2,003	2,090	.22% OF INSTRUCTIONAL SALARIES
4210	HEALTH INSURANCE	15,000	21,786	25 EMPLOYEES X \$72.62 FOR 12 MONTHS
4215	STATE INSURANCE FUND	9,107	9,027	LAST YEAR PAYMENT DIV. BETWEEN ADM. & INS.
4218	LIFE INSURANCE	0	0	
TOTAL INST. SAL. & FRINGES		1,083,282	1,136,489	

ADMINISTRATIVE EXPENSES

4301	RELIGIOUS SALARIES	39,600	42,000	SISTER ANA MARIA & SISTER ANA ROSA + P. QUIN.
4303	E' RATE EXPENSES	24,000	24,000	INTERNET ACCESS * E-rate expense
4304	LEGAL FEES	1,730	1,700	850 STUDENTS X \$2
				\$3,989.30

4305	OFFICE SUPPLIES	4,500	3,000	LAST YEAR EXPERIENCE ACTUAL
4306	POSTAGE	500	500	LAST YEAR EXPERIENCE
4307	COMPUTER SUPPLIES EXPENSE	2,000	7,500	
4308	PUBLIC RELATIONS	500	500	LAST YEAR EXPERIENCE
4309	ADVERTISING	2,500	1,500	LAST YEAR EXPERIENCE ACTUAL
4310	SEMINARS & CONVENTIONS	3,200	3,200	POSSIBLE NCEA CONVENTION
4311	AUDITORS FEE	4,800	4,800	LAST YEAR EXPERIENCE
4312	CAR ALLOWANCE	2,500	2,500	MRS. MARY ANN CARRILLO & MRS. MTNEZ.
4313	TRAVEL & PER DIEMS	0	0	
4314	TEMPORARY SERVICES	3,500	3,500	LAST YEAR EXPERIENCE
4316	MEMBERSHIPS & SUBSCRIPTIONS	1,300	1,300	LAST YEAR EXPERIENCE
4319	COOPERATIVE EXAM EXPENSE	0	0	
4320	EMPLOYEE RELATIONS	6,500	7,500	INCLUDES ADM. & INST.
4330	CONSULTING SERVICES	0	4,000	ARCHITECT
4340	OTHER ADMINISTRATIVE EXPENSES	1,000	500	LAST YEAR EXPERIENCE ACTUAL
TOTAL ADMINISTRATIVE EXPENSES		98,130	108,000	

INSTRUCTIONAL EXPENSES

4412	SEMINARS & CONVENTIONS	2,500	2,000	
4415	TRAVEL & PER DIEMS	200	500	MINIMUM
4418	CAFETERIA EXPENSES	0	0	
4419	VENDING MACHINE EXPENSE	0	0	
4421	MIDDLE STATES EXPENSE	1,425	1,425	ANNUAL FEE
4424	GENERAL COUNCIL CERTIFICATION	0	0	
4428	FACULTY MEMBERSHIP & SUBSC.	500	500	LAST YEAR EXPERIENCE
4430	GRADUATION EXPENSES	7,000	7,000	LAST YEAR EXPERIENCE
4434	TEMPORARY SERVICES	7,500	12,000	LAST YEAR EXPERIENCE ACTUAL
4436	PROFESSIONAL READINGS	500	500	
4438	FACULTY ADDITIONAL DUTIES	10,000	10,000	SEE PAYROLL W/P
4439	FACULTY OTHER EXPENSES	0	0	
4440	INSTRUCTIONAL SUPPLIES	5,000	4,000	LAST YEAR EXPERIENCE ACTUAL
4442	LIBRARY SUPPLIES	600	4,800	LAST YEAR EXPERIENCE ACTUAL
4444	AUDIOVISUAL SUPP. & ACCESS.	300	500	LAST YEAR EXPERIENCE ACTUAL
4448	STUDENT SCHOLARSHIPS	26,475	30,975	SEMINARIANS + TEACHERS SONS
4450	SPORTS DEPT. EXPENSES	0	5,000	LAST YEAR EXPERIENCE ACTUAL
4452	ATHLETIC MATERIALS & SUPPLIES	2,000	3,000	LAST YEAR EXPERIENCE ACTUAL
4454	BOOKSTORE / UNIFORMS EXPENSE	10,200	14,000	LAST YEAR EXPERIENCE ACTUAL
4456	REFEREES EXPENSES	2,500	2,500	LAST YEAR EXPERIENCE
4462	COACHING EXPENSES	0	0	
4464	ACADEMIC DEPARTMENTAL EXP.	4,300	5,500	INCLUDES ALL DEPARTMENTS
4467	GUIDANCE TESTING SERVICES	4,900	10,080	
4468	SUPERVISED STUDIES/DAY CARE EXP	0	0	
4470	ACADEMIC AWARDS	0	0	

4472	INFIRMARY SUPPLIES	500	500	MINIMUM
4476	STUDENT INSURANCE	6,920	4,250	850 STUDENTS x \$5
4480	COMPUTERS CLASS LABORATORY	0	0	FUTURE KIDS RECEIVE PAYMENT FROM PARENTS
4490	OTHER INSTRUCTIONAL EXPENSES	500	2,000	
TOTAL INSTRUCTIONAL EXPENSES		93,820	121,030	

OTHER EXPENSES

4510	SUPERINTENDENT OFFICE FEE	6,055	7,650	850 STUDENTS X \$9
4512	ARZOBISPADO FEE	5,190	4,250	850 STUDENTS X \$5
4514	FINANCE DEPT. MANAGEMENT FEE	16,800	16,800	\$1,400 X 12 MONTHS
4516	BANK CHARGES	3,700	3,000	
4518	CASH OVER & SHORT	0	0	
4520	SECURITY GUARDS	0	0	INCLUDED ON INSTRUCTIONAL SALARIES
4522	DONATIONS	1,000	500	LAST YEAR EXPERIENCE ACTUAL
4526	PHOTOCOPY EQUIPMENT MAINT.	12,500	12,500	LAST YEAR EXPERIENCE
4528	PHOTOCOPY EQUIPMENT SUPPLIES	2,000	3,000	LAST YEAR EXPERIENCE ACTUAL
4530	CLEANING SERVICE CONTRACT	49,900	8,800	CONTRACT CANCELLED
4532	CLEANING SUPPLIES	2,000	15,000	LAST YEAR EXPERIENCE ACTUAL
4534	GARBAGE REMOVAL	4,500	6,500	LAST YEAR EXPERIENCE ACTUAL
4536	EXTERMINATING	500	500	LAST YEAR EXPERIENCE
4538	WATER & SEWER SERVICE	8,000	13,000	LAST YEAR EXPERIENCE ACTUAL
4539	ELECTRICITY	50,000	55,000	LAST YEAR EXPERIENCE ACTUAL
4540	TELEPHONE & FAX	7,000	7,000	LAST YEAR EXPERIENCE
4544	REPAIRS & MAINT. A/C	1,500	5,000	LAST YEAR EXPERIENCE ACTUAL
4548	REPAIRS & MAINT. OTHERS	25,000	40,000	LAST YEAR EXPERIENCE ACTUAL
4550	R/M CONTRACTED SERV. COMPUTERS	0	2,500	
4552	INSURANCE POLICIES	28,520	27,000	PROPERTY & RESPONSIBILITY INSURANCE
4554	RENT EXPENSE	0	0	
4560	INTEREST EXPENSE ON LOANS	96,000	40,000	INCLUDES MESS HALL LOAN
4570	MISCELLANEOUS EXPENSES	0	0	
4590	DEPRECIATION EXPENSE	106,240	90,000	BASED ON JULY 2003 CLOSING ENTRIES + EQUIP.
TOTAL OTHER EXPENSES		426,405	358,000	
EXPENSES GRAND TOTAL		1,808,394	1,855,625	

TOTAL GAIN OR (LOSS)	\$ 14,906	\$ 115,655
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THIS BUDGET IS PREPARED BASED ON LAST YEAR EXPERIENCE AND THE CURRENT EXPERIENCE UP TO APRIL 30, 2004

LIST OF PURCHASES AND IMPROVEMENTS		NOTES ON BUDGET
1	VER ANEJO	1. Se consideró aumento para todo el personal de acuerdo a sus méritos, ver anejo. 2. Se consideró el pago de un 50% del costo del plan médico individual. 3. El bono de navidad es un 2% sin límite.
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8		
9		
10		

Preparado por:

JLP. José L. Piza
Marta de la Cruz

Fecha:

5-13-04

Revisado por:

Fecha:

5/27-04



Superintendencia de Escuelas Católicas
Arquidiócesis de San Juan

October 7, 2004

Selective Reviewer
Universal Service Administrative Company
School & Libraries Division

To Whom It May Concern:

Within the Superintendence of Catholic Schools of the Archdiocese of San Juan, exist a group of schools directly administered by our office. This group of schools is united under a consortium known as "Colegios Arquidiocesanos de San Juan".

Some of the budgets presented by these schools reflect an operational deficit in their net income. Nevertheless, these schools' financial stability is backed up by the consortium as a whole.

If you need any additional information, please feel free to contact us at your convenience.

Sincerely,

María S. Colón de Marxuach
Superintendent of Catholic Schools

José Luis Pizá
Financial Director

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Colegio Nuestra Señora de Lourdes

Selective Review Follow-Up Questions

Professional Development

The school participates in a consortium of Catholic Schools, Archdiocese of San Juan, to apply for funds from the Department of Education from LP-107-110, "No Child Left Behind". The funds provide for the acquisition of hardware, technology skills development for teachers and students, and the integration of technology into the curriculum.

- The school does not have a training staff, but uses the train-the-trainer mode.
- As part of Federal Funds Title II-A, Title II-D and Title V-A the school receives trainings related to technology, use and management of computer software and hardware and the implementation of technology in the classroom.
- The trainings are related to the basic use of computers, creation of educational materials using technology, and support training for software, using internet as a teaching aid and integration of computers as a teaching tool.
- All the Professional Development activities and workshops are part of the support of the comprehensive project for the technology plan of the school participating in the Consortium.
- Educational Private Consultants approved by the Department of Education of Puerto Rico as part of the "No Child Left Behind" funds that are requested in the proposals that are submitted.

TRANSMISSION VERIFICATION REPORT

TIME : 02/23/2005 00:06
NAME : SUPERINTENDENCIA
FAX : 7877310000
TEL : 7877316100

DATE, TIME
FAX NO./NAME
DURATION
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**Consorcio Colegios Católicos
Arquidiócesis de San Juan**

Edificio 2021 Carr. 177 Guaynabo, Puerto Rico 00969-5140
Teléfono (787) 731-6100 Fax (787) 731-0000

TO:

**Bob Leipow
Selective Reviewer
Associate Manager - SLD
Fax 1-973-599-6515**

FROM:

**Marieglorie Zapata
E-Rate Administrative Assistant**

DATE:

February 23, 2005

RE:

**COLEGIO NUESTRA SEÑORA DE
LOURDES
CASE SR-2004-BEN 200448**



Universal Service Administrative Company
Schools & Libraries Division

FUNDING COMMITMENT DECISION LETTER

(Funding Year 2004: 07/01/2004 - 06/30/2005)

May 10, 2005

Madeline Melgen Ed D
Colegio Nuestra Senora de Lourdes
Road 177 Building 2021
Camino Alejandrino
Guaynabo, PR 00969-5140

Re: Form 471 Application Number: 412391
Funding Year 2004: 07/01/2004 - 06/30/2005
Billed Entity Number: 200448
Applicant's Form Identifier: IC200448

Thank you for your Funding Year 2004 E-rate application and for any assistance you provided throughout our review. Here is the current status of the funding request(s) featured in the Funding Commitment Report at the end of this letter.

- The amount, \$2,443.40 is "Denied."

Please refer to the Funding Commitment Report on the page following this letter for specific funding request decisions and explanations.

The Important Reminders and Deadlines immediately preceding this letter are provided to assist you throughout the application process.

NEXT STEPS

- Review technology planning approval requirements
- Review CIPA Requirements
- File Form 486
- Invoice the SLD using the Form 474 (service providers) or Form 472 (Billed Entity)

FUNDING COMMITMENT REPORT

On the pages following this letter, we have provided a Funding Commitment Report for the Form 471 application cited above. The enclosed report includes a list of the Funding Request Number(s) (FRNs) from your application. The SLD is also sending this information to your service provider(s) so preparations can be made to begin implementing your E-rate discount(s) after you file your Form 486. Immediately preceding the Funding Commitment Report, you will find a guide that provides a definition for each line of the Report.

TO APPEAL THIS DECISION:

If you wish to appeal the decision indicated in this letter, your appeal must be received by the SLD or postmarked withing 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Identify which Funding Commitment Decision(s) you are appealing. Indicate the relevant funding year and the date

of the FCDL. Your letter of appeal must also include the Billed Entity Name, the Form 471 Application Number, and the Billed Entity Number from the top of your letter.

3. When explaining your appeal, copy the language or text from the Funding Commitment Report that is at the heart of your appeal, to allow the SLD to more readily understand your appeal and respond appropriately. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep copies of your correspondence and documentation.
4. Provide an authorized signature on your letter of appeal.

If you are submitting your appeal on paper, please send your appeal to: Letter of Appeal, Schools and Libraries Division, Box 125 - Correspondence Unit, 80 South Jefferson Road, Whippany, NJ 07981. Additional options for filing an appeal can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by contacting the Client Service Bureau. We encourage the use of either the e-mail or fax filing options.

While we encourage you to resolve your appeal with the SLD first, you have the option of filing an appeal directly with the Federal Communications Commission (FCC). You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be received by the FCC or postmarked within 60 days of the above date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. If you are submitting your appeal via United States Postal Service, sent to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by contacting the Client Service Bureau. We strongly recommend that you use either the e-mail or fax filing options.

NOTICE ON RULES AND FUNDS AVAILABILITY

Applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Universal Service Support Mechanism. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake periodically to assure that funds that have been committed are being used in accordance with all such requirements. The SLD may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction, including but not limited to that by the SLD, the applicant, or the service provider. The SLD, and other appropriate authorities (including but not limited to USAC and the FCC), may pursue enforcement actions and other means of recourse to collect erroneously disbursed funds. The timing of payment of invoices may also be affected by the availability of funds based on the amount of funds collected from contributing telecommunications companies.

Schools and Libraries Division
Universal Service Administrative Company

A GUIDE TO THE FUNDING COMMITMENT REPORT

A report for each E-rate funding request from your application is attached to this letter. We are providing the following definitions for the items in that report.

FORM 471 APPLICATION NUMBER: The unique identifier assigned to a Form 471 application by the SLD.

FUNDING REQUEST NUMBER (ERN): A Funding Request Number is assigned by the SLD to each Block 5 of your Form 471 once an application has been processed. This number is used to report to applicants and service providers the status of individual funding requests submitted on a Form 471.

FUNDING STATUS: Each ERN will have one of the following definitions:

1. An ERN that is "Funded" is approved at the level that the SLD determined is appropriate for this ERN. The funding level will generally be the level requested unless the SLD determines during the application review process that some adjustment is appropriate.
2. An ERN that is "Not Funded" is one for which no funds were committed. The reason for the decision will be briefly explained in the "Funding Commitment Decision Explanation." An ERN may be "Not Funded" because the request does not comply with program rules, or because the total amount of funding available for this Funding Year was insufficient to fund all requests.
3. An ERN that is "As Yet Unfunded" reflects a temporary status that is assigned to an ERN when the SLD is uncertain at the time the letter is generated whether there will be sufficient funds to make commitments for requests for Internal Connections at a particular discount level. For example, if your application included requests for discounts on both Telecommunications Services and Internal Connections, you might receive a letter with funding commitments for your Telecommunications Services funding requests and a message that your Internal Connection requests are "As Yet Unfunded." You would receive one or more subsequent letters regarding the funding decision on your Internal Connections requests.

SERVICES ORDERED: The type of service ordered from the service provider, as shown on your Form 471.

SPIN (Service Provider Identification Number): A unique number assigned by the Universal Service Administrative Company to service providers seeking payment from the Universal Service Fund for participating in the universal service support mechanisms. A SPIN is also used to verify delivery of services and to arrange for payment.

SERVICE PROVIDER NAME: The legal name of the service provider.

CONTRACT NUMBER: The number of the contract between the eligible party and the service provider. This will be present only if a contract number was provided on your Form 471.

BILLING ACCOUNT NUMBER: The account number that your service provider has established with you for billing purposes. This will be present only if a Billing Account Number was provided on your Form 471.

SERVICE START DATE: The date services were reported to start for this ERN on your Form 471.

CONTRACT EXPIRATION DATE: The date the contract expires. This will be present only if a contract expiration date was provided on your Form 471.

SITE IDENTIFIER: The Entity Number listed in Form 471, Block 5, Item 22a. This will be present only for "site specific" ERNs.

ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE RECURRING CHARGES: Eligible monthly pre-discount amount approved for recurring charges multiplied by number of months of recurring service approved for the funding year.

ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE NON-RECURRING CHARGES: Annual eligible non-recurring charges approved for the funding year.

PRE-DISCOUNT AMOUNT: Amount in Form 471, Block 5, Item 23I, as determined through the application review process.

DISCOUNT PERCENTAGE APPROVED BY THE SLD: The discount rate that the SLD has approved for this service.

FUNDING COMMITMENT DECISION: This represents the total amount of funding that the SLD has reserved to reimburse your service provider for the approved discounts for this service for this funding year. It is important that you and your service provider both recognize that the SLD should be invoiced and the SLD may direct disbursement of discounts only for eligible, approved services actually rendered.

FUNDING COMMITMENT DECISION EXPLANATION: This entry provides an explanation of the amount in the "Funding Commitment Decision."

USAC

Schools and Libraries Division
Box 125 - Correspondence Unit
80 South Jefferson Road
Whippany, New Jersey 07981



MELDEN
JAN 19 1981

TIME SENSITIVE MATERIAL

01273
Madeline Melgen Ed D
Colegio Nuestra Senora de Lourdes
Road 177 Building 2021
Camino Alejandrino
Guaynabo, PR 00969-5140



FUNDING COMMITMENT REPORT

Form 471 Application Number: 412391
Funding Request Number: 1131469 Funding Status: Not Funded
Services Ordered: Internal Connections
SPIN: 143022659 Service Provider Name: A New Vision in Educational Serv
Contract Number: ONE TIME
Billing Account Number: 200448
Service Start Date: 07/01/2004
Contract Expiration Date: 06/30/2005
Site Identifier: 200448
Annual Pre-discount Amount for Eligible Recurring Charges: \$.00
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$12,217.00
Pre-discount Amount: \$12,217.00
Discount Percentage Approved by the SLD: N/A
Funding Commitment Decision: \$0.00 - Srvc/Discnt will NOT be funded
Funding Commitment Decision Explanation: The site-specific discount was corrected.
Given demand, the funding cap will not provide for Internal Connections at your
approved discount level to be funded. Please see www.sl.universalservice.org for
further details.

IMPORTANT REMINDERS & DEADLINES

Date: May 10, 2005
471 : 412391
BEN : 200448

The following information is provided to assist you throughout the application process. We recommend that you keep it in an easily accessible location and that you share it with the appropriate members of your organization.

FORM 486 DEADLINE - The Form 486 must be postmarked no later than 120 days after the Service Start Date you report on the Form 486 or no later than 120 days after the date of the Funding Commitment Decision Letter, whichever is later. If you are required to have a Technology Plan, that plan must be approved by the start of service for this funding year, you must indicate the SLD Certified Technology Approver who approved your plan and you must retain your approval letter and documentation of your monitoring of the progress toward your stated goals.

CHILDREN'S INTERNET PROTECTION ACT (CIPA) - You must be in compliance with CIPA and cannot request a waiver, if FY2004 is your Third Funding Year for the purposes of CIPA.

INVOICE DEADLINE - Invoices must be postmarked no later than 120 days after the last date to receive service - including extensions - or 120 days after the date of the Form 486 Notification Letter, whichever is later. Invoices should not be submitted until the invoiced products and services have been delivered and billed, and (for BEAR Forms) the provider has been paid.

OBLIGATION TO PAY NON-DISCOUNT PORTION - Applicants are required to pay the non-discount portion of the cost of the products and/or services. Service providers are required to bill applicants for the non-discount portion. The FCC has stated that requiring applicants to pay their share ensures efficiency and accountability in the program. If you are using a trade-in as part of your non-discount portion, please refer to the SLD web site.

RETAIN DOCUMENTATION - Applicants must retain documentation, including but not limited to, documents showing:

- compliance with all applicable competitive bidding requirements,
- products and/or services delivered (e.g., customer bills detailing make, model and serial number),
- resources necessary to make effective use of E-rate discounts, including the purchase of equipment such as workstations not eligible for support,
- the specific location of each item of E-rate funded equipment, and
- the applicant has paid the non-discount portion.

These documents must be retained and available for review for 5 years.

SUSPENSION AND DEBARMENT - Persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries Support Mechanism are subject to suspension and debarment from the program.

FREE SERVICES ADVISORY - Applicants and service providers are prohibited from using the Schools and Libraries Support Mechanism to subsidize the procurement of ineligible or unrequested products and services, or from participating in arrangements that have the effect of providing a discount level to applicants greater than that to which applicants are entitled.

Complete program information - including more information on these reminders - is posted to the Schools and Libraries Division (SLD) web site at www.sl.universalservice.org. You may also contact the SLD Client Service Bureau by e-mail using the "Submit a Question" link on the SLD web site, by fax at 1-888-276-8736 or by phone at 1-888-203-8100.